



CITY OF PULLMAN

Public Works and Planning Departments

325 S.E. Paradise Street, Pullman, WA 99163
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MEMORANDUM

TO: Pullman Historic Preservation Commission

FROM: Pete Dickinson, Planning Director PD
Jason Radtke, Assistant Planner JR

FOR: Meeting of April 10, 2017

SUBJECT: Historic Preservation Commission Business

DATE: April 4, 2017

The material below provides background information for the agenda items to be addressed by the Historic Preservation Commission (HPC) at its April 10 meeting.

1. Discuss the Application for the Next CLG Grant Period.

At its March 13 meeting, the HPC directed staff to pursue a CLG grant to hire a contractor to create material to input into an existing app platform in order to create digital content to augment the walking tour brochure and gave staff direction toward amending the draft application with the intent of hopefully making the application more attractive for the Department of Archaeology and Historic Preservation (DAHP). The changes requested were:

- Increase references to the 2016 walking tour and the proposed 2017 walking tour; include a copy of the Planning Department Newsletter about the 2016 Walking Tour as supplementary information to the grant application.
- Include a copy of the existing Brochure as supplementary information to the grant application.
- Indicate that the Brochure was created by a class of students at WSU, and that the Chamber of Commerce provided a grant for replication of the Brochure.
- Generate a more aggressive "Schedule for Project Completion".
- Line up the decimal points in the far right column on the "Budget" page of the grant application

Staff has amended the application as requested (attached), and requests any further input at this time.

2. Discuss the Potential Remodel of a Historic Wellhouse at 305 N Grand Avenue for Commercial Purposes.

City of Pullman Public Works Director Kevin Gardes recently informed the planning department that Glenn Petry is requesting the City partner with him on revising a wellhouse next to his proposed food truck project into a seating/eating area. As this wellhouse could be considered historic, the HPC is being asked to provide comment on this proposal. Please refer to the attached documentation regarding this matter.

3. Receive an Update from Commissioner John Anderson Regarding HPC Goals.

Commissioner Anderson has provided the attached update regarding the goals adopted by the HPC at its January meeting. At this time, he is requesting any comments or corrections you may have.

ATTACHMENTS

CLG grant application

Email with attachments from Kevin Gardes

Update on HPC goals

**CERTIFIED LOCAL GOVERNMENT FY18 GRANT
APPLICATION**
DUE IN OFFICE FRIDAY, APRIL 28, 2017 BY 5:00 PM

I. APPLICANT

(Please carefully review the "Application Instructions" before beginning work)

A. Name of Local Government

City of Pullman

B. Address

325 SE Paradise Street

| City | State | Zip code |
|---------|-------|----------|
| Pullman | WA | 99163 |

C. Contact Person for Grant

Jason Radtke

D. Telephone Number for Contact Person

509-338-3218

E. Email Address for Contact Person

jason.radtke@pullman-wa.gov

F. Grant Amount Requested

\$5,250.00

H. Total Project Cost

\$9,048.90

II. PROJECT SUMMARY *(Use only the space provided – description section follows)*

In January, 2017, the City of Pullman Historic Preservation Commission (HPC) created a standing goal of continued pursuit of a CLG grant, and directed that, again, the grant should be used to create mobile application (app) that would be a companion to the walking tour brochure created in 2014. In addition, one of the priorities listed by DAHP for this year's grant cycle called for the development of "Web-based heritage tourism materials, such as a mobile application tour of historic resources." This year, however, the HPC wishes to build upon an existing app framework, utilizing existing programs such as Clio History or Tour Buddy. Grant funding would be used to hire a contractor to gather information on existing historic resources, input that information into the selected app, and create the walking tour(s); and for any incidental costs associated with app development, hosting, and marketing.

III. GRANT CATEGORY *(check those that are appropriate)*

☐ A. Survey & Inventory

- ☐ Reconnaissance Level
☐ Intensive Level

of new or updated forms: _____

☐ B. National Register Nominations

☐ C. Preservation Planning

☒ D. Educational and Interpretive Programs

☐ E. Special Projects

IV. PROJECT DESCRIPTION *(Use only the space provided)*

Organize your description in the following order (see instructions for more info):

- a. Introduction (includes local government goals & objectives)**
- b. Project Description**
- c. Statement of Need**
- d. Project Objectives**

Introduction

Pullman Comprehensive Plan Policy LU14.3 advocates the retention of the "historic appearance of the downtown area," and encourages "residents and business owners to take pride in their own and the city's history." Pullman City Code Section 16.60.010(1) states that one of the purposes of the city's historic preservation program is to "safeguard the heritage of the community as represented by those buildings, districts, objects, sites and structures which reflect significant elements of its history."

To advance these objectives, and the goals of the Pullman HPC, the city is proposing to utilize an existing mobile application (app) to create a digital tour that builds upon the brochure that describes a walking tour of historic resources in and around downtown Pullman. This brochure was created by a class of Washington State University (WSU) students working with the HPC, and is currently administered by the Pullman Chamber of Commerce, which has provided a grant to cover the costs of future printings. It has proven extremely successful and has undergone multiple printings. In addition, in September of last year, the HPC hosted a walking tour of Downtown Pullman, which was well-received and attended, thus indicating the need for more educational tools of this nature.

Description and Activities

Having reassessed our approach, City staff has taken the advice offered by DAHP last year and researched existing apps that could be used and/or modified to suit HPC needs. The top contender for this project is Clio History. The Clio app has the advantage of being free;

IV. PROJECT DESCRIPTION *(Continued)*

however, it is currently limited in its functionality. The website indicates that updates will be available soon. Staff is also looking into the viability of other existing programs, such as Tour Buddy; however, apps such as these have a recurring cost that would need to be incorporated into future municipal budgets and therefore are untenable for this round of grant disbursements.

As this project is outside the scope of the usual duties of City staff, it would be necessary to hire an independent contractor to gather information on our historic resources, input this research into the selected app, organize this information into evident travel paths, and create the tour within the program's framework. It may be possible to hire a WSU student(s) to complete this project, in order to lower contractor costs; however, the HPC has had difficulty in the past with students seeing these types of tasks to completion, due to issues of class scheduling and availability.

Statement of Need

In September of last year, the HPC of Pullman hosted a walking tour of historic resources in Downtown Pullman. This tour was designed around the aforementioned walking tour brochure. Commissioners stationed themselves at seven historic locations to discuss the individual resources. The event was considered a success, with an estimated attendance of over 50 tour-goers, despite the fact that it was a rainy September evening. Another such walking tour is planned for 2017, with the hope of making this an annual event. Digital walking tours may help attract more attendees for these events.

For 2017 and moving forward, the Commission plans to hold the tour earlier in the year, in hopes of having WSU students available to both help with the tour and be able to take said tour, and which would increase the chance for better weather. Students, however, would likely be more inclined to attend if they were able to use their digital devices to enhance the experience.

Objectives

The purpose of this proposal is to assist the HPC in continuing its mission of historic outreach and education. This cataloguing of City historic resources would enable the HPC to better connect with the general public and allow visitors to the city to explore and learn Pullman's storied past. It also has the potential to assist in future inventory efforts. In turn, use of these apps would also increase awareness of the HPC, its efforts in preservation, and of the value of preservation to the community in general.

There is community concern about the degradation of historic resources in the central part of the city. This project is intended to help draw attention to some of these historic elements, and hopefully prompt property owners to involve themselves in preservation activities. Whereas there is no specific resource that this project would directly protect, by investing in enterprises meant to increase awareness of Pullman's historic places, the project would encourage citizens, agencies, and visitors to provide support for, or engage in, preservation endeavors. Such heightened awareness could thereby indirectly protect these resources.

V. SCHEDULE FOR PROJECT COMPLETION

List each proposed grant activity separately estimating the start and completion dates. This should be a complete listing of all potential activities associated with the grant including the *two* draft submittal dates of May 3, 2018 for the first draft and July 19, 2018 for the second draft. Final projects must be turned in by August 31, 2018. A start date and completion date are not sufficient for the Schedule of Project Completion.

[illegible]

VI. PROJECT BUDGET
ELEMENT/OBJECT

| Salaries (include each position- volunteer or staff – and attach hourly wage justification if needed) | Federal Dollars (CLG grant requested) | Hard Match* (Local government cash match = Staff Hours) | Soft Match* (Donated goods and services = volunteer hours) | Total |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------|------------|
| Assistant Planner | | \$46.20/hr x 40 =\$1,848.00 | | \$1,848.00 |
| Planning Director | | \$63.37/hr x 20 =\$1,267.40 | | \$1,267.40 |
| | | | | |
| | | | | |
| | | | | |
| Indirect % (*Include justification for indirect %) | | | | |
| | | | | |
| Total Element/Object: | | \$3,115.40 | | \$3,115.40 |

GOODS & SERVICES

| Contract Services | Federal Dollars | Hard Match | Soft Match | Total |
|------------------------------|--------------------------------|-----------------------------|------------|------------|
| Research | \$15/hr x 150hr =\$2,250.00 | | | \$2,250.00 |
| Data Entry | \$15/hr x 200hr =\$3,000.00 | | | \$3,000.00 |
| | | | | |
| Materials/Supplies/Equipment | | | | |
| Printing & supplies | | .15¢/copy x 250 =\$37.50 | | \$37.50 |
| Mailings | | .46¢/item x 100 =\$46.00 | | \$46.00 |
| Miscellaneous marketing | | \$600.00 | | \$600.00 |
| | | | | |
| | | | | |
| Travel | | | | |
| | | | | |
| | | | | |
| | | | | |
| Other | | | | |
| | | | | |
| | | | | |
| Total Goods & Services: | \$5,250.00 | \$3,798.90 | | \$9,048.90 |

| | Federal Dollars | Hard Match | Soft Match | Total Project Cost |
|-----------------------|-----------------|------------|------------|--------------------|
| Total Funding Request | \$5,250.00 | \$3,798.90 | | \$9,048.90 |

VII. CHECKLIST – Due by April 28, 2017

To assure that your grant proposal is complete, please check off that you have included the following:

- ☒ Five completed copies of the application (***One of the five copies must be an unstapled, ONE-SIDED copy of the application along with the three original attachments with signature – the four additional copies should NOT include the signature attachments***).
- ☒ ***One **digital copy** of your application emailed to Kim Gant at kim.gant@dahp.wa.gov ***
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☒ **One** signed original Statement of Understanding for Grant Management Requirements (Attachment 1) – ***not stapled to the application.***
- ☒ **One** signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 (Attachment 2) – ***not stapled to the application.***
- ☒ **One** signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 3) – ***not stapled to the application.***

Radtke, Jason

From: Gardes, Kevin
Sent: Wednesday, March 15, 2017 8:46 AM
To: Dickinson, Pete; Radtke, Jason
Subject: FW: Pullman Council Hearing
Attachments: Lumberyard City of Pullman LOI.pdf; 02.02.17 - Site Plan - Pullman Food Truck Hall.pdf

Pete/Jason,

Greg Petry is asking for the City to partner with him on revising an old City well house next to his food truck project and turn it into space to sit and eat. We need to work on the details of a cost sharing arrangement to revise the building, but first I was thinking it would be a good idea to run this by the HPC and get input. Let me know what you think?

Kevin

From: gregp@crimsoncapital.net [mailto:gregp@crimsoncapital.net]
Sent: Wednesday, March 08, 2017 1:43 PM
To: Gardes, Kevin <Kevin.Gardes@Pullman-Wa.gov>
Subject: RE: Pullman Council Hearing

Kevin - Thanks for the meeting last week. Here is a draft LOI for renting the building. I created some before and after pictures of how the pump house would look in example. Please let me know what else you need to move this along.

Also included is a draft plan of our site plan so you can see how the patio would be expanded. It would be great to have access to the creek. Obviously this would be contingent on getting an occupancy permit for the adjacent building.

Thanks, Greg

From: Gardes, Kevin [mailto:Kevin.Gardes@Pullman-Wa.gov]
Sent: Friday, March 3, 2017 3:54 PM
To: Greg Petry <gregp@crimsoncapital.net>
Subject: RE: Pullman Council Hearing

Ok see you at 4:15.

From: Greg Petry [mailto:gregp@crimsoncapital.net]
Sent: Friday, March 03, 2017 3:53 PM
To: Gardes, Kevin <Kevin.Gardes@Pullman-Wa.gov>
Subject: Re: Pullman Council Hearing

I am in colfax. ETA 415

Sent from my iPhone

On Mar 3, 2017, at 3:15 PM, Gardes, Kevin <Kevin.Gardes@Pullman-Wa.gov> wrote:

March 7, 2017

Kevin Gardes

RE: Proposal to Lease City Pump House at 305 N. Grand, Pullman, WA – “Property”

Dear Kevin:

On behalf of the Lumberyard Partners (“Tenant”), I am pleased to present the following proposal to lease the Property to the City of Pullman (“Landlord”).

- 1. Building:** City “Defunct” Pump House (See Site Plan)
305 N. Grand
Pullman, WA 99163
- 2. Premises:** Approx. 200sf
- 3. Tenant:** Lumberyard Partners LLC
- 4. Use:** Unconditioned Patio for Restaurant and Bar
- 5. Lease Commencement:** Upon the later of completion of Landlord’s Work or Tenant achieving occupancy permit for Lumberyard project in adjacent Quonset hut building
- 6. Lease Term:** Ten (10) years with 2 five year renewal options
- 7. Rent:** \$65 per Month with a 5% increase every 5 years.
- 8. Expenses:** Tenant shall pay all expenses of the Property except Property taxes. Tenant shall pay directly as applicable for all utilities - cable, phone, water, sewer, garbage, gas and electrical. Tenant shall carry its own liability insurance to market standards.
- 9. Condition of Premises:** Landlord shall perform the following work prior to Lease Commencement:
 - A. Landlord shall demo portion of building that is in disrepair. (see pic 1)
 - B. Landlord shall make sure Roof and walls will be free of leaks and missing bricks installed and tuck-pointed.
 - C. All debris will be removed.
 - D. Hand Rail will be installed in Curved Archway. (see pic 2)
 - E. Broken Windows replaced (see pic 3)

The Premises shall be provided in clean condition Except for the work mentioned above, Tenant otherwise accepts the Premises in “as is” condition and shall be responsible for additional improvements at its sole cost and expense. Landlord will allow Tenant to access space during Landlord work and do improvements to the extent they do not hold up progress in completing Landlord Work.

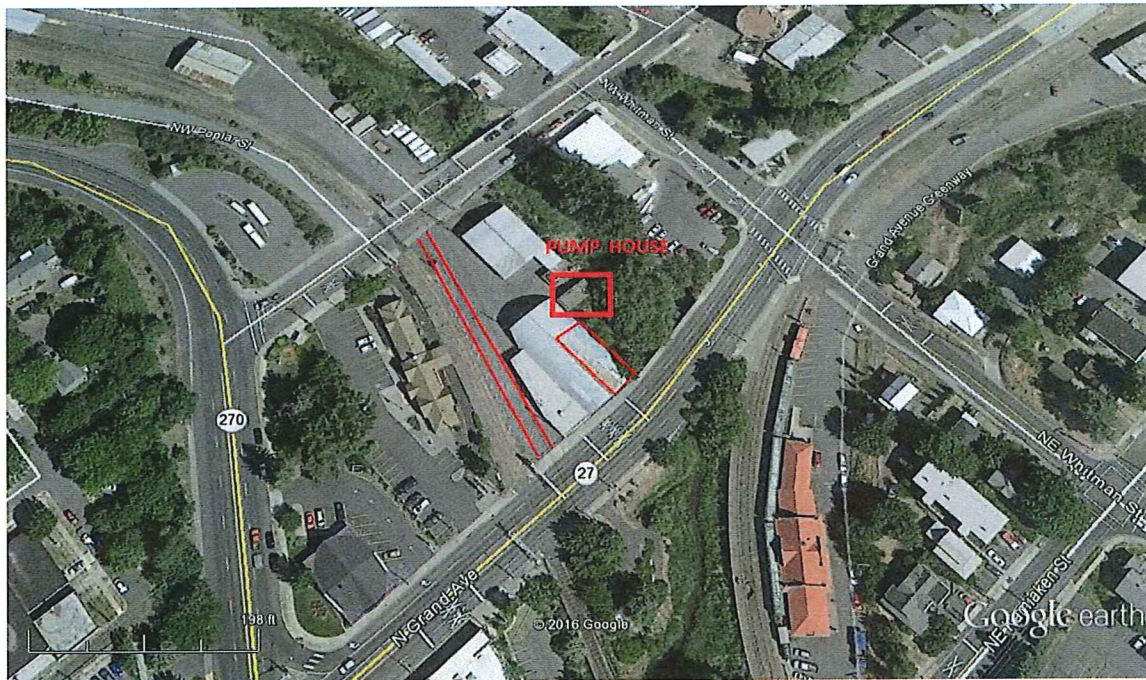
- 10. Signage:** Subject to governing municipality and Landlord approval which shall not be unreasonably withheld, Tenant may install signage above the Premises. The overall project shall be branded with “lumberyard” but the specific building may have additional signage.
- 11. Prepaid Rent & Security Deposit:** Upon Lease execution, Tenant shall prepay the first payable month of Rent.
- 12. ROFO** Tenant shall have first right of refusal to purchase the building and/or parcel from Landlord.
- 13. Lease and Space Plan** Upon signing of this LOI, Landlord will deliver a draft lease incorporating these terms within twenty business days for Tenants review.
- 14. Agency Disclosure:** There are no brokers involved in the transaction.

This Proposal is a non-binding agreement and only a fully executed lease document shall constitute a binding agreement. All space at the Building is subject to prior leasing by other tenants and the Landlord’s review of tenants’ complete financial statements.

Best regards,

Greg Petry
Lumberyard Partners LLC

Site Plan –



Demo adjacent building

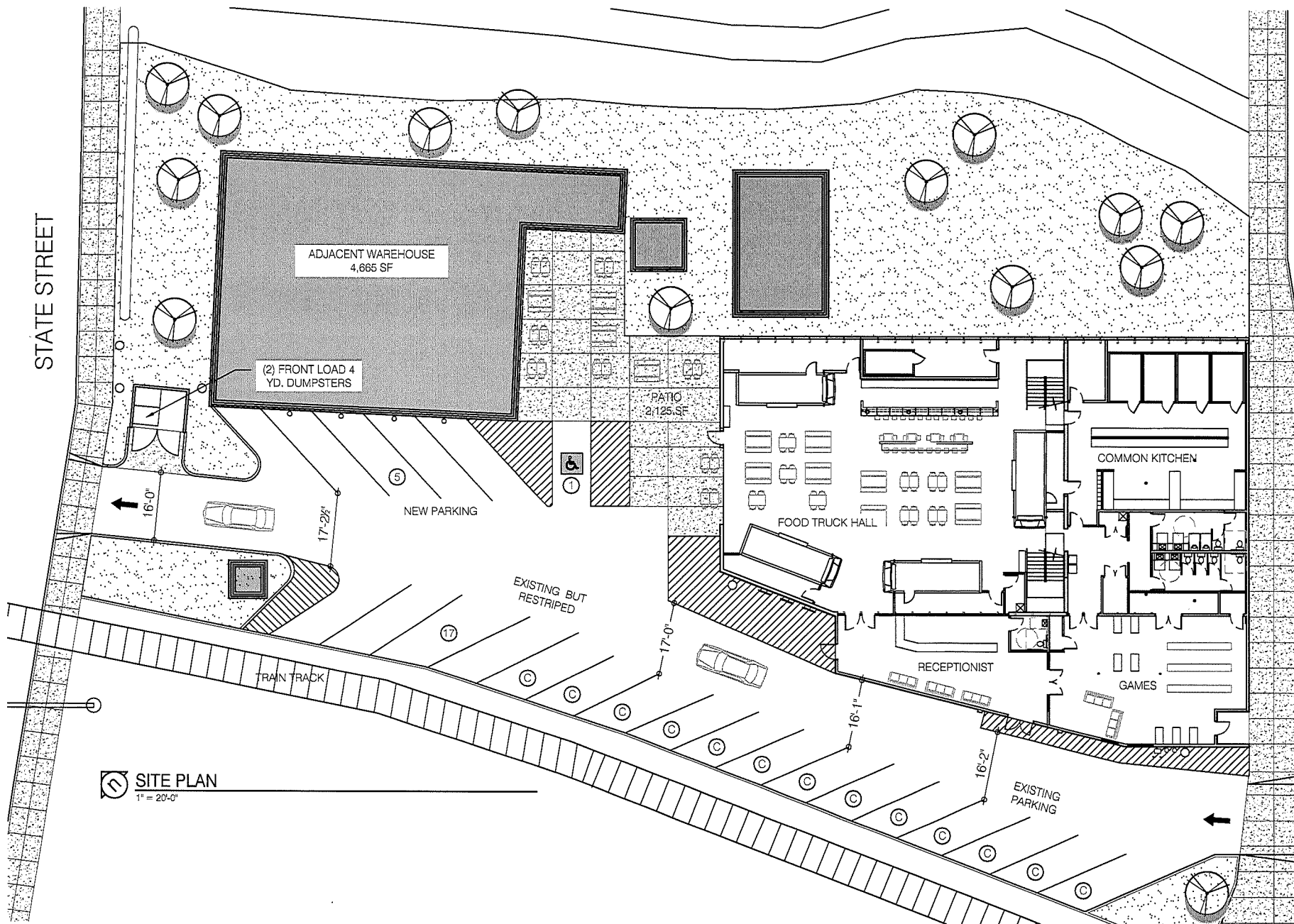


Interior – Remove debris, demo building and clear opening to Outside / Install Gate



Front – Fix Broken Windows and Tuck pointing





STATE STREET

GRAND AVENUE

 SITE PLAN
1" = 20'-0"

Goals for 2017
City of Pullman
Historic Preservation Commission

- *List five additional properties on the Pullman Register of Historic Places*
Listed 1110 NE Indiana March 13
- *Apply for a CLG grant*
- *Solicit owners of College Hill Historic District contributing properties to nominate to Local Register*
Owner of 1110 NE Indiana applied March 13
- *Increase community outreach*
 - *Get HPC in the newspaper*
 - *Add the Local Register to the web site*
 - *Hold another walking tour*
 - *Finalize the Local Register plaque design*
- *Conduct annual reporting of goals and progress toward goals*